

# Internal Regulations of the Presidential Portfolio-05: Committees of Council

## 1. GENERAL

- 1.1 **PURPOSE.** The purpose of the following Sections is to describe the structure of the committees of the Legislative Council.
- 1.2 **COMPLIANCE.** It shall be the responsibility of the Speaker to ensure compliance with these procedures.
- 1.3 **AMENDMENT.** It shall be the responsibility of the Speaker to recommend amendments to the Committee Terms of Reference annually.
- 1.4 **EX-OFFICIO MEMBER.** Unless otherwise provided, the General Manager shall be an ex-officio member of all committees of the Legislative Council.
- 1.5 **VOTING PRIVILEGES.** All members of a committee shall be considered voting members unless the terms of reference for a committee specify otherwise.
- 1.6 **EXCEPTION.** The General Manager shall be a non-voting member of a committee unless the terms of reference for that committee specify otherwise.
- 1.7 **ADVISORY MEMBER.** Specific positions may be designated as ex-officio, advisory members of a committee in the terms of reference for that committee. Advisory committee members are members for which attendance is not a requirement, but may be beneficial at some or all meetings of the committee. Advisory members shall be non-voting. .

## 2. ELECTION OF THE STEERING COMMITTEE

- 2.1 **TIMING.** The Steering Committee shall be elected during the Legislative Council's retreat, or at the first regularly scheduled meeting of the Legislative Council, whichever occurs earliest.
- 2.2 **SELECTION OF REGULAR MEETING TIME.** Prior to receiving nominations, the Speaker of Council, Parliamentarian and President shall select a regular meeting time for the Steering Committee.

- 2.3 **NOMINATION.** Nominations for the Steering Committee shall be solicited. Each nominee shall have the opportunity to motivate their candidacy.
- 2.4 **SPEAKER TO MANAGE ELECTION.** The election of the Steering Committee shall be managed by the Speaker.
- 2.5 **VACANCY.** Vacancies on the Steering Committee shall be filled at the next regularly scheduled meeting of the Legislative Council.

### 3. **ELECTION OF OTHER COMMITTEES**

- 3.1 **TIMING.** All other committee elections shall take place at the first regularly scheduled meeting of the Legislative Council.
- 3.2 **SUBMISSION OF NAMES.** Councillors interested in serving on a particular committee should submit their names and a 100 word Pensketch to the Speaker before the meeting.
- 3.3 **UNCONTESTED RACE.** If the race is not contested, the Councillors will be considered acclaimed
- 3.4 **CONTESTED RACE.** If the race is contested, the Legislative Council shall be responsible for electing the committee member. .
- 3.5 **APPOINTMENT BY SPEAKER.** If a Councillor joins after the second meeting of the Legislative Council, the Speaker shall appoint them to a committee.

### 4. **CHAIRS**

- 4.1 **GENERAL.** Every committee shall have a committee Chair.
- 4.2 **ELECTION OR DESIGNATION.** Unless a designate is specified in the Committee Terms of Reference, or if a designate is unable to fulfill their obligations, committees shall, at their first meeting, elect a committee Chair from amongst their members. Should a committee Chair become unable to fulfill their obligations after the first meeting, a new committee Chair must be elected at the next meeting of the committee.
- 4.3 **RESPONSIBILITIES OF THE CHAIR.** The committee Chair shall be responsible for organizing meetings and reporting to the Legislative Council.

### 5. **MEMBERS AT LARGE**

- 5.1 **GENERAL.** Members at Large should generally be Members who are not members of the Legislative Council. However, Councillors are eligible to fill Member at Large positions where their eligibility is not expressly excluded.
- 5.2 **SOLICITATION OF APPLICATIONS.** It shall be the responsibility of the committee Chair to solicit applications for Members at Large.
- 5.3 **RESPONSIBILITY OF EXECUTIVE MEMBER.** If the committee Chair is unable to complete this task, it shall be the responsibility of the Executive Member.
- 5.4 **CHOICE.** The committee will choose accordingly from the applicant pool.

## 6. COUNCILLORS

- 6.1 **GENERAL.** The following applies where a Councillor occupies a seat that is specifically reserved for a Councillor.
- 6.2 **FAILURE TO SEND REGRETS.** The seat of a Councillor who misses two (2) meetings of a committee and fails to send regrets shall be considered vacant.
- 6.3 **NOTICE OF REMOVAL.** Notice of a Councillor's removal from a committee shall be sent the constituency that elected the Councillor in question.
- 6.4 **VACANCY.** Vacant seats shall be filled by way of an election at the next meeting of the Legislative Council. The Councillor who previously held the vacant seat shall be eligible for re-election.

## 7. QUORUM

- 7.1 **GENERAL.** Committees may not make decisions or make recommendations to the Legislative Council unless quorum is reached.
- 7.2 **DEFINITION.** Quorum shall be more than half of voting members for all committees, unless otherwise defined in the Terms of Reference for a committee. If a voting seat is vacant, it shall still be counted for the purposes of quorum.
- 7.3 **VACANT SEATS.** In exceptional situations where a committee Chair is unable to fill a vacant seat, the Legislative Council may, by a simple majority vote, temporarily adjust the quorum for a Committee.

## 8. REPORTING

- 8.1 **RESPONSIBILITY FOR REPORTING.** Reporting shall be the responsibility of the committee Chair. If this is not possible, it shall be the responsibility of an Executive Member.
- 8.2 **MINORITY REPORTING.** Dissenting members of a committee shall have the opportunity to present a minority report. This report should be forwarded to the Speaker.
- 8.3 **RECORDING OF VOTES.** A vote by a committee must be recorded in the report if requested by two (2) of its members.

## 9. PUBLIC MEETINGS

- 9.1 **GENERAL.** All meetings of committees shall be open to the public, with the exception of In-Camera Sessions, unless the Terms of Reference for that Committee specify otherwise.
- 9.2 **IN-CAMERA SESSIONS.** A two-thirds (2/3) vote of voting members of a committee may decide to have an In-Camera Session that is closed to the public. In an In-Camera Session, only members of the committee may attend and intervene in the discussion.

## 10. TERMS OF REFERENCE

- 10.1 **GENERAL.** All committees of the Legislative Council, with the exception of the Executive Committee, shall be defined and governed by terms of reference.
- 10.2 **CONTENT.** The terms of reference for a committee shall include, at minimum, the membership composition of the committee and the purpose or mandate of the committee.
- 10.3 **TERMS OF REFERENCE BOOK.** There shall be a compilation of the terms of reference for each committee of the Legislative Council called the Committee Terms of Reference Book, which shall include the current terms of reference for all committees and shall be made available on the Society's website in English and French.
- 10.4 **MANAGEMENT.** The General Manager shall be responsible for the maintenance of the Committee Terms of Reference Book, and shall maintain and make available an archive of all past versions of committee terms of reference.

## 11. STANDING COMMITTEES

- 11.1 **CREATION.** The Legislative Council may, at its discretion, by way of a resolution, create standing committees, which shall be considered permanent committees of the Legislative Council. The creation of a standing committee shall require a two thirds (2/3) vote of the Legislative Council.
- 11.2 **DRAFTING OF RESOLUTIONS.** Resolutions to strike a standing committee must include the terms of reference for the standing committee.
- 11.3 **CHANGES TO STANDING COMMITTEES.** Changes to the terms of reference for a standing committee shall require a two-thirds vote of the Legislative Council.

## 12. **AD HOC COMMITTEES**

- 12.1 **CREATION.** The Legislative Council may, at its discretion, by way of a resolution, strike ad hoc committees in order to complete a specific task or project.
- 12.2 **DRAFTING OF RESOLUTIONS.** Resolutions to strike ad hoc committees must include Terms of Reference for the ad hoc committee.
- 12.3 **CHANGES TO AD HOC COMMITTEES.** Changes to ad hoc committee terms of reference may be made by a simple majority vote of the Legislative Council.
- 12.4 **DISSOLUTION.** On May 31<sup>st</sup> of each year, all current ad hoc committees shall be considered dissolved.